

DRIVER/KITCHEN AIDE

Department: _____ Classification/Grade: 5L
Division: _____ FLSA Status: Non-Exempt
Reports to: Senior Services Supervisor Date Approved: _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Responsible for driving senior citizens to and from Senior Center or medical facilities in Mesquite for appointments; delivery of homebound meals, assist in preparing, and serving meals.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Deliver homebound meals.
3. Provide rides to senior citizens unable to drive themselves; to the Senior Center for lunch or/and to doctor appointments in Mesquite.
4. Assist in food preparation, setup, and/or cleanup.
5. Aide in the implementation of programs as necessary.
6. Be dependable and meet acceptable attendance requirements at all times.
7. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

- A. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Kitchen safety practices, procedure, and rules.
- Food safety and sanitation requirements

Ability to:

- Establish and maintain effective working relationships with the employees
- Follow written and oral instructions.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School diploma or G.E.D.
Experience: Previous experience in preparation of meals

Training: Current standard First Aid and CPR Certification, or ability to possess within six months.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a current Clark County Health District Food Handler Health Card and a valid Nevada Class "C" driver's license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Physical Requirements:

Work is generally performed indoors in a climate controlled environment and outdoors subject to extreme weather conditions while driving seniors. Physical exertion is present due to frequent bending, reaching, kneeling, walking, sitting, twisting or standing for prolonged periods of time; general manual dexterity required; audiovisual and linguistic acuity requirements. Must carry/lift/push or pull loads of up to 25 lbs.

Job Hazards/Risk factors:

Employees risk physical hazard from working around hot equipment stoves, ovens and slippery floor surfaces.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.